

**BUTTE COUNTY
CHILDREN AND FAMILIES COMMISSION
Friday, May 16, 2003
Minutes**

Held at the Mira Loma Drive county offices, the meeting was called to order at 8:35 a.m.

Item 1: Introductions

Commissioners present: Jim Botill, Chair Patricia Cragar, Marian Gage, Sandra Machida, Karen Marlatt, Linda Moore, and Gene Smith.

Commissioners absent: Jane Dolan, and Mark Lundberg.

Staff present: Bobbi Dunivan, and Eva Puciata.

Staff absent: Cheryl Giscombe.

Also present were: Carol Roberts, Valley Oak Children's Services; Margie Ruegger, Child Abuse Prevention Council; Dana Campbell, Parent Education Network; and Jenny Sharkey, Valley Oak Children's Services.

Item 2: Agenda Review

There is a typo on the agenda. Item 7A's dollar figure should read: \$405,000.00.

The presenter for Item 6 was not present at the time item was next, so Item 7, A was considered first.

Item 9, Program Manager's Performance Evaluation Progress Report, was tabled due to illness.

No other changes to the agenda were made.

Item 3: Consent Calendar

The following items were addressed during previous Commission meetings. Staff has identified them as having no opposition and present no new or unusual issues requiring the Commission's attention. Unless a member of the Commission or public requests discussion, this consent calendar will be voted upon with one motion.

- A. DRAFT March 21, 2003, Meeting minutes and DRAFT of April 18, 2003, Meeting minutes.
- B. Identified Strategic Plan priority areas and Commission ranked percentiles deferred to the Administration Committee for development of a four year funding allocation plan (FY 03/04 through FY 06/07). The funding allocation plan is scheduled for Commission approval June 2003.
- C. DRAFT Confidentiality Policy and Procedures.
- D. DRAFT Unsatisfactory Contract Performance Policy and Procedures
- E. DRAFT Policy and Procedures for Protest of RFP and RFA Denials.

Karen Marlatt made a motion to approve the Consent Calendar. Gene Smith seconded. The motion passed unanimously.

Item 4: Commission Staff Report

Karen Marlatt reported. Universal Pre-School is now being called Preschool for All.

There is a concern about the lowering of academic standards so everyone can be included, and that the focus on “measuring outcomes” might encourage programs that are not age-appropriate for preschoolers. This might lead to some sort of standardized testing. These leads to questions of who is going to fund this and who is going to set standards for what qualifies teachers, and who will provide the infrastructure for training. Many states require a B.A. for preschool teachers. The childcare community can assist in helping establish teacher qualifications, which will be essential in developing and implementing preschool-for-all concepts.

It will be impossible to target and promote the concept of a preschool workforce without involving the entire child care community (which includes family child care providers) in the planning process.

If the goal of universal preschool is to get all children entering kindergarten on an equal footing, then it must promote high quality, well-planned preschool programs to all children. To successfully develop a preschool-for-all campaign, there must be an effective collaboration effort, which includes (but is not limited to) Head Start, Public Education, Higher Education Systems, and the child care community. UPK can't work the same for each county in California. It must be administered locally to reflect local needs.

Margie Ruegger said there was a First 5 CA display ad in today's *Chico Enterprise Record*. Several PSAs are coming out too on television.

Sandra Machida said Japan first had Universal Preschool in 1972, and they gave themselves 10 years to put it in place and did it in 8 years.

Karen said the State of Georgia has been doing it for 10 years while other states have been doing it for 3-4 years. Their problem is not being able to find/train a workforce fast enough to get them into the field.

In New Jersey, the program was forced upon them by a court order.

Eva Puciata reported on the fiscal trainings held at the State Commission's statewide conference. One workshop, *Fiscal Management Strategies for County Commissions*, by Mike Smith, Social Entrepreneurs. The two things that will be the most valuable to the Commission and partners are the fiscal management self-assessment forms.

Bobbi Dunivan reported on two issues from the First 5 California Statewide Conference: Equity—Inclusive Governance and Program Management. It was stressed that it was important to engage the community in a variety of ways, not the least of which is recognizing language barriers and addressing them. Equity and inclusive governance, which means that the needs of the entire demographic, jurisdictional boundaries needs to be addressed.

A comprehensive Community Outreach Video Tool Kit was obtained by staff the conference. The kit is available from the Commission office. It may be signed out at any time. Please call Bobbi Dunivan at 538-6896 if you're interested in viewing the tool kit.

Rural Augmentation: Travel augmentation is budgeted in the Administrative Committee report section and it's \$7,575. Administrative augmentation is approximately \$3,000. These funds are used to cover travel expenses to meetings for staff.

A public hearing is mandated for continuance of county revenue allocations. The 2001/02 Annual Report is available on the State Commission's website: www.ccfca.gov. A copy can also be requested from the BCCFC office.

The Public Hearing regarding the State Commission's Annual Report opened at 9:00 a.m. Commissioner discussion centered around Butte's accomplishments (page 9, Chapter IV of the annual report).

Highlights of major accomplishment for 01/02 include:

- Ten three-year grants, a one-year grant, and 30 mini-grants were implemented.
- Early care provider retention initiative co-funded by California First 5 provided stipends locally to 419 early care and development providers.
- School Readiness Initiative also co-funded by California First 5 provided impetus for initial planning activities for five eligible schools.
- The Commission co-funded local development of a countywide information and referral system that will eventually tie into the national 211 telephone access information system.
- The Commission began its strategic plan prioritizing with assistance from a First 5 Technical Assistance Service Center (TASC) consultant. Considerable effort to include input from community advisory groups has increased local level civic engagement.

No public comments were made.

Butte's Annual Report and Annual Audit are submitted to the County Board of Supervisors in October/November every year. It was noted that a Commissioner should present it to the Board in person.

The Public Hearing closed at 9:06 a.m.

Presenter for Item 6 was not present, so discussion moved to Item 7.

Item 7: Commission Administration Committee Report

A. Funding Allocation Plan and Project REWARD. Jim Botill reported. The Administration committee looked at ways to fund REWARD and develop a funding year cycle. There are limited options to come up with additional funds. But the Administration Committee tried to find out a way to maximize the use of funds from the Commission, state, and DESS. Their proposal is to utilize the DESS funds first, state funds second, and try to hold onto County Commission funds so they could be used as a funding base for next year. These projected amounts will be lower than the original \$750,000.00 that was planned to be allocated to Project REWARD stipends. This would allow the current fiscal plan to remain unchanged while still being able to honor the financial commitment to Project REWARD. Everyone will still receive a stipend, albeit a lower amount.

Staff suggested a four-year funding allocation plan to include FY 03/04, with a three-year grant cycle beginning in FY 04/05 (ending after FY 06/07). Other considerations for the funding allocation plan involve breakdown by funding amounts for revised strategic plan priorities, continuation of mini-grants, emergency requests for funding, and upcoming state commission initiatives.

Members concentrated their discussion on continued matching fund amounts for Project REWARD through FY 04/05. The intent is to continue Project REWARD as a successful program, operating within BCCFC's funding means. The Financial Plan was created to assure sound fiscal responsibility. It is apparent that NO additional BCCFC monies are available for expenditure or revenue match in FY 03/04, as per the Financial Plan. The Administration Committee recommends NOT mortgaging future monies.

The financial plan shows \$1,500,000 available for expenditure in FY 04/05. As per the April Commission Meeting Strategic Plan Prioritization, 27% (\$405,000.00) of this money is available for Project REWARD. This plus the State matching half would be \$607,500, a reasonable amount for Project REWARD FY 04/05 funding (and perhaps other funding [AB212?]) would become available.

The Administration Committee recommends full Commission approval on continuation of Project REWARD via the State Commission's matching fund initiative by using carryover monies in FY 03/04 and Professional Development priority area monies in FY 04/05.

Retention Incentives for Early Care and Education Staff Initiative: \$405,000.00 matching fund amount is recommended for FY 04/05. No matching fund amount is recommended for FY 03/04. Carry over funds from FY 02/03 recommended in lieu of additional BCCFC funds. Recommendations are in alignment with Financial Plan. A special meeting is required for special approval on matching fund applications due to State Commission on June 13, 2003.

Gene Smith made a motion to approve the Administration Committee's proposal to fund REWARD at \$405,000 Commission monies in FY 04-05 and no monies in FY 03-04 (carryover will be used in FY 03-04). Sandra Machida seconded. The motion passed with 6 ayes and one abstention.

The Item 6 presenter walked in.

Item 6: CA Community Action Network Presentation

Jane Haberman, of Valley Oak Children's Services presented. She presented information that came from the State Commission for the Community-based Organization Grant, an 18-month grant. The idea of this grant is that Valley Oaks goes out into the community and meet people to talk to them directly to encourage them to read, talk, and play with their child. Valley Oaks sets up booths at the mall, children's fairs, conferences, etc., and the State Commission gives Valley Oaks fun, informational handouts to attract people to their booth so they can talk to them. It also provides a PowerPoint presentation in English and Spanish.

Puppets (a white lamb and green frog) were handed out, along with packets of brochures and tipsheets.

Item 7: Commission Administration Committee Report

B. Selection of Commission Officers. Karen Marlatt reported. The Administration Committee is concerned about the make-up of the driving force of the Butte Commission. It should contain two reps from the County and two from the Community. Now it is heavily loaded with County members. Staff will draft a recommendation for the committee make-up, and how rotation and officer selection should occur to keep a balanced leadership.

Mark Lundberg, current Vice-Chair, has indicated a willingness to serve as Chair in FY 03-04 if asked.

Marian Gage nominated Karen Marlatt as Vice-Chair. Linda Moore seconded. The nomination passed unanimously.

Mark Lundberg will Chair and Karen Marlatt Vice-Chair in FY 03-04.

C. Proposed Fiscal Year 03/04 Budget. Eva Puciata reported on the proposed 04/05 budget for consideration. According to the ordinance, the budget needs to be approved in May and forwarded to the auditor and the Board of Supervisors for review so it can be put into place in June.

Marian would like to see org charts and job descriptions of other similarly funded county commissions, why spending more money when other agencies are tightening belts is politically correct, and why more staff is sound fiscally. Gene asked for a list of job duties for all, considering the proposed new initiatives workloads.

There was a break at 10:15 A.M. for a "comfort break," and to view the new possible offices down the hall from the current offices, which are becoming too small to be efficient. The new office space would double the size of the available office space. The new office space could accommodate five staff.

Marian Gage made a motion to approve the FY 03/04 budget while tabling the new office space and staff person (administrative analyst) addition to the June meeting so the proposed costs for the additional space and staff member can be examined in more detail. Sandra Machida seconded. The motion passed unanimously.

Item 8: Commission Strategic Plan Committee Report

A. Advisory Groups' recommendation on Strategic Plan indicators and performance measures. Approval of recommendations for consideration by Commission. Marian Gage reported. Marian showed Commission members a document with color-coded indicators. Of all the colors, only the yellow highlighted indicators with red lettering are optional. The Advisory Group agreed to accept all the State indicators except for two electives they weren't interested in tracking. The Advisory Group recommends that the Commission accepts the elective State indicators that the Advisory Group identified and approved. Some indicators are required to be tracked by the State, while others are optional.

Need a Commissioner Evaluation Committee, as PEDS will not fully cover evaluation/information tracking needs in Butte County. Sandra would like to be on the committee.

The color-coded sheet must be available to all Commissioners, before the Strategic Plan indicators and performance measures can be approved, so Item 8 was tabled to the June meeting.

Item 9: Program Manager's Performance Evaluation Progress Report

Tabled to June 2003 due to illness.

The meeting adjourned at 11:06 a.m.

Minutes by Josie Smith of An Executive Assistant.
530-345-0778